

Minutes of ESD Safety Committee Meeting 30 November 2005

Attending: G.S. Bodvarsson, Seiji Nakagawa, Tim Kneafsey, Todd Wood, Jil Geller, Rob Connelly, Dominique Joyner, Kryshna Aviña

Critical Items:

There was another accident at an ESD Lab. Bo emphasized that there are two critical action items that must be addressed immediately:

Bo needs to be notified immediately of all accidents—recordable or not.

There will be an independent look at Tetsu and Jiamin's labs. If this is a coincidence, fine. If not, something needs to be done to correct this. There will be a one page report to Bo, outlining the upcoming discussions with their employees, and associates. These discussions will focus on Tetsu and Jiamin's feelings regarding safety at the Lab. In addition, the report needs to address conditions of their Labs, whether there is crowding at their Labs, their respective attitudes towards health and safety.

Action: Jil will pick people to conduct the review of Tetsu and Jiamin's labs. These reviewers will not have had an accident in a long time. Jil will emphasize that this is a proactive measure to protect the people at the Lab. This is not a punishment. Follow-up: Jil, Rob, Gary Andersen and Sharon Borglin performed a walkthrough of the labs, and sent a list of recommendations to Bo. Tetsu has forwarded to Jil records of discussion and reading corrective action items resulting from accidents.

Other Items:

1. **Minutes Approved.**
2. **Recent events**—There was a second incident where staff was cut using glassware. This student was hired through CSEE. It will not go on our recordable record, but it is a cut nonetheless. One of the possible solutions to prevent further similar incidents is to promote the use of cut-resistant gloves for labs through VWR. Action: Jil will send out gloves to the Safety Committee Members (SCM) to try out in labs.

There has been another recordable incident for ESD. While throwing waste away, a plastic container cut a member of the staff; the cut required stitches. In these cases, the person went to Medical, told their supervisor, and informed Jil. The SC must emphasize to their respective programs to continue addressing ES&H issues according to procedure. Action: Rob and Jil will meet with the injured person to get more details regarding the incident. Follow-up: Lessons learned regarding trash handling was sent out in December's monthly es&h email (esd level 1). This info was also posted to ESD's ES&H website.

The issue of First Aid Kits was brought up and discussed. Medical Services should treat anything beyond a paper cut.

Methods of disposing of broken/unbroken glassware was discussed. When ordering a broken glasswares box, order the smaller size of the lot, per requests from the Custodial Staff, as full boxes can be quite heavy. To avoid glassware cuts, the Hazen Lab has used disposable plastics with success. If glassware must be used, be sure to that you buy quality glassware that is rated for heat/vacuum. Be aware of how long you've had a particular piece of glassware, and dispose of anything that may be compromised.

Old gas cylinders should be disposed of properly, especially gases that when exposed to moisture, the gas will corrode, and produce hydrogen. AIRGAS still picks them up every Friday. AIRGAS sometimes accepts cylinders without a Project ID.

3. **Lab Fleet Vehicles**—Someone had a Lab Fleet Vehicle, and the car broke down. Perhaps something should be included in the OSSEPPs process stating that the operator of the vehicle needs to be aware when it was last maintained. In addition, there should be an Accident Reporting Kit in every vehicle. Every operator of Fleet vehicles needs to be aware that they are able to get a Voyager Credit Card to pay for fuel, maintenance, and emergencies. *Action: Jil will check to see if the Accident Reporting Kits are still valid, as well as including the subject in the next monthly email. Not yet done. Should also consider putting info in relevant OSSEPPs.*
4. **Safety Walkthrough**—Jil passed out another version of the ESD Inspection Checklist. All PIs will be asked to inspect their labs and office spaces. The checklist will be part of the semi-annual safety walkthrough. The checklist is not extremely user-friendly, and perhaps it is not well prioritized, but Bo wants to avoid repeated findings from the IFA. This will be a monthly guideline for monthly Lab inspections.
5. **SPOT Awards**—Jil has brought up the SPOT Award for Safety to the Division Council. This award has to be approved by the head of Health Services. It comes out of the pot of money from ESD's Spot Award pool. Competition for this award will hopefully encourage people to be even more mindful of their safety, as well as the safety of others.
6. **EH&S@ESD Email for December/January**—Jil continues to keep a running list of items to be included in each month's emails. *Action: Jil to send out email to SCM review before it is distributed to the entire Division.*